

COTTAGE GROVE POLICE DEPARTMENT

JOB DESCRIPTION

TITLE: School Resource Officer (SRO)
ISSUED DATE: 05/08/2020
REVIEW DATE:
BARGINING UNIT: Wisconsin Professional Police Association, FLSA Non-Exempt
SALARY: Dependent on Collective Bargaining Agreement
BENEFITS: Refer to the current collective bargaining agreement and where this agreement may stand mute the Village of Cottage Grove Employee Handbook shall be utilized.

NATURE OF WORK

With parents, teachers, and our School Resource Officers all working together, the Cottage Grove Police Department seeks to provide early intervention into potential delinquency problems and build a safer, healthier environment for the youth of our community. The position of School Resource Officer is designed to encourage youth volunteer efforts, recognize youth as a resource, and promote positive relationships between young people and all members of the community.

JOB FUNCTIONS

ESSENTIAL JOB FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Act as a liaison and contact person for student/police matters. Work with school administrators, teachers, and parents as needed to meet the goals and responsibilities for the program.
- Conduct investigations involving juvenile offenders and victims, divert juvenile offenders out of the juvenile justice system when appropriate, and follow up on cases where juveniles have been charged with a crime.
- Conduct initial sensitive investigations, including child abuse and neglect, as well as child sexual abuse and exploitation.
- Assist other officers with juvenile cases and court preparation.
- Provide limited individual counseling to juveniles.
- Patrol the schools and school grounds as necessary. The SRO shall work with district officials and facility directors to maintain building security and constantly assess and improve security within the schools.
- Be available to staff and teachers to educate students about various crime prevention topics, police procedures, or other law enforcement functions. Other requests may include staff or parent presentations, presentations to extracurricular groups, or other groups as deemed appropriate.

- Attend extra-curricular events or functions that enhance the overall program. These events may include sporting events or games, dances, student or parent group meetings, etc.
- Maintain a working relationship with the Monona Police Department School SRO and assist them as needed due to the shared school district.
- Promote the department vision, mission, and values.

REQUIREMENTS OF WORK

- Must be a non-probationary police officer with above-standard performance, knowledge, skills, and abilities and a minimum of three years of full-time experience.
- Possess all the requirements of work as stated in the job description as a police officer with the Cottage Grove Police Department.
- Possesses effective verbal and written communication skills.
- Possesses effective interpersonal skills and human relations.
- Has the ability to demonstrate knowledge of social, community, criminal justice, and school resources.
- Has the ability to work in a complex community and school environment: identify, analyze, and develop solutions for complex problems and challenges.
- Has the ability to identify, analyze, and problem solve complex behavior situations with minimal guidance and direct supervision.
- Demonstrates knowledge and skill in dealing with juvenile problems including the use of illegal substances.
- Demonstrates the skill and ability to develop and make public and private presentations to citizens and parent groups.
- Demonstrates knowledge and effectiveness in using problem solving techniques to resolve community problems.
- Has the ability to work within a team setting.
- Can develop exceptional rapport with children.
- Has experience/interest in youth programs.
- Has an excellent work ethic, judgment and values.
- Possesses good organizational skills.